

At the Regular Meeting of the Greenville County Water and Sewer Authority, Tuesday, September 8, 2020, with Regular Session beginning at the conclusion of the Board of Supervisors meeting, via Live Stream due to the COVID-19 Pandemic, at the Golden Leaf Commons, 1300 Greenville County Circle, Emporia, Virginia.

Present: William B. Cain, Chairman
James R. Brown, Vice-Chairman
Tony M. Conwell
Belinda D. Astrop

Chairman Cain called the meeting to order.

In Re: Closed Session

Chairman Cain recommended the Authority go into Closed Session, Section 2.2-3711 (a) 1) Personnel and 7) Legal Matters.

Mr. Conwell moved, seconded by Mr. Brown, to go into Closed Session, as recommended. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Regular Session

Mr. Cain recommended the Authority return to Regular Session.

Mr. Conwell moved, seconded by Mr. Brown, to go into Regular Session. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Certification of Closed Meeting – Resolution #WS-20-57

Mr. Astrop moved, seconded by Mr. Brown, to adopt the following Resolution. A roll call vote was taken, as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

RESOLUTION #WS-20-57
CERTIFICATION OF CLOSED MEETING

WHEREAS, the Greenville Water and Sewer Authority has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provision of the Virginia Freedom of Information Act; and

WHEREAS, Section 2.2-3712 of the Code of Virginia requires a certification by the Greenville County Water and Sewer Authority that such closed meeting was conducted in conformity with Virginia law:

NOW, THEREFORE, BE IT RESOLVED that the Greenville County Water and Sewer Authority hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Greenville County Water and Sewer Authority.

In Re: Approval of Agenda

Chairman Cain recommended approval of the Agenda with no added items.

Mr. Conwell moved, seconded by Mr. Brown, to approve the Agenda, as submitted. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Approval of the Consent Agenda

Chairman Cain recommended approval of the Consent Agenda containing the following items:

In Re: Approval of Minutes for the Regular Meeting of August 17, 2020, Budget Session Meeting Minutes of August 19, 2020 and August 25, 2020.

In Re: Budgetary Matters consisting of the following: Fund #001 – Journal Voucher #26, in the amount of \$3,095.00; Fund #001 &002 – Journal Voucher #22, in the amount of \$275.14; Fund #002 – Journal Voucher #25, in the amount of \$19.33 and Journal Voucher #27, in the amount of \$7,159.00, all of which are incorporated herein by reference.

Warrants:

Approval of Total Accounts Payable for September 8, 2020, in the amount of, \$111,430.43

Approval of General Accounts Payable, in the amount of, \$99,568.89
Approval of Special Projects, in the amount of, 11,861.54

Approval of Payroll for August 31, 2020, in the amount of, \$102,766.31

Mr. Conwell moved, seconded by Mr. Brown, to approve the Consent Agenda. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Re: Breez - In Performance Agreement

Mrs. Natalie Slate, Economic Development Director, address the Authority stating this was the same agreement as discussed during the County meeting. She stated that Staff had been working with the client. She also stated just to reiterate, the client would invest \$1 million and the facility is anticipated to create 25 full-time jobs. She further stated that the agreement noted that the Authority's incentives included permit fee waivers and a Deed of Gift of a small portion of land adjacent to the site. Mrs. Slate stated that the client had accepted the agreement and was requesting approval of the Performance Agreement by the Authority.

Mr. Conwell moved, seconded by Mr. Brown, to approve the Breez-In Performance Agreement. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Re: Infectious Disease Preparedness and Response Plan

Mrs. Natalie Slate, Economic Development Director, address the Authority stating the plan was identical to the County. She stated it was one plan that addressed both the County and the Authority

Mr. Conwell moved, seconded by Mr. Brown, to approve the Breez-In Performance Agreement. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Re: Resolution #WS-20-58 Community Coalition of Sussex County

Mr. Glen Gibson, Assistant Director, addressed the Authority and read Resolution #WS-20-58 into record. He then requested approval of the following:

**RESOLUTION #WS 20-58
COMMUNITY COALITION OF SUSSEX COUNTY - WATER & SEWER BILL
ADJUSTMENT REQUEST**

WHEREAS, the Community Coalition (Coalition) of Sussex, VA is a non-profit organization that provides support, education, and training programs to promote self-sufficiency among members of the community; and

WHEREAS, the Coalition had a valve malfunction at their Jarratt, VA facility. The malfunction resulted in 475,100 gallons of water usage during the month of August. The August water charges are \$3,382.71 and the sewer charges are \$4,246.85. The combined total bill is \$7,629.56; and

WHEREAS, the Coalition is requesting their sewer charges be reduced to their normal minimum usage of \$44.64 and that the Authority grant them a 25% reduction in the monthly water charges. The adjusted water charges would be \$2,537.03. The adjusted combined August charges would be \$2,581.67; and

WHEREAS, the Coalition is also requesting they be allowed to enter into a 12-month payment plan to minimize the effect of this unexpected charge on their operations.

IT IS, ACCORDINGLY, HEREBY RESOLVED, that the GCWSA Board of Directors authorizes the Staff to adjust the Coalition's August 2020 water and sewer charges to \$2,581.67.

Mr. Conwell moved, Seconded by Mr. Brown, to approve Resolution #WS-20-58. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Re: Resolution #WS-20-59 Extension of the Suspension of Penalties, Fees and Service Disconnections

Mrs. Lois Powell, Customer Service Manager, addressed the Authority and read Resolution #WS-20-59 into record. She then requested approval of the following:

**RESOLUTION #WS-20-59
COVID-19 – EXTENSION OF THE SUSPENSION OF PENALTIES, FEES AND
SERVICE DISCONNECTIONS**

WHEREAS, On August 24, 2020, the State Corporation Commission (SCC) ordered an extension of the suspension of utility penalties, fees and service disconnections through September 16, 2020 due to the COVID-19 Virus; and

WHEREAS, In compliance with the SCC extension order, Greenville County Water & Sewer Authority extends the suspension of penalties, fees and service disconnections through September 16, 2020; and

WHEREAS, the essential water and sewer services provided by GCWSA are funded through revenues generated from metered sales. Although penalties, fees and service disconnections have been suspended during the time period covered in the initial SCC order and extension orders, charges are accruing and customers are responsible for payment of their water and sewer bill.

IT IS, THEREFORE, HEREBY RESOLVED, that the Greenville County Water & Sewer Authority approves the following:

1. Past due utility payments shall be made in full by October 7, 2020.
2. Service disconnections for non-payment and reconnection fees will resume October 8, 2020; and
3. Late payment penalties, will be applied to past due accounts as of September 22, 2020.
4. Customers who have suffered a documented substantial loss of income due to the COVID-19 virus are encouraged to contact the GCWSA business office and apply for a Cares grant. If approved the grant funds will be applied to the customers past due utility charges.

Mr. Cain asked if the customer's water would be turned off on September 16, 2020 if they could not pay. Mrs. Powell stated no. She stated that on the 22nd of September, the 10% penalty on the current balance would be applied. She also stated that then the customer would have until October 7 to pay the bill in full, make arrangements with office, make a payment plan or apply for the Covid-19 funds, if eligible. Mrs. Powell stated that if the customer did not make any arrangements, they would be disconnected on October 8, 2020.

Supervisor Cain asked if any arrangements were being made to contact the people who were months in the arrear. Mrs. Powell stated yes and that her office was actively working with customers who were 60-90 days past due.

Mrs. Cain stated he would love to have the CODE-RED alerts reach all Water & Sewer customers.

Mr. Gary Cifers stated that applications for the Covid-19 relief was sent out and the office was getting ready for a separate mailing that outlined the Covid-19 relief as well as the payment options to all water and sewer customers.

Mrs. Astrop moved, seconded by Mr. Conwell, to approve the Resolution #WS-20-59. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Mr. Glen Gibson, Assistant Director, addressed the Authority and read Resolution #WS-20-60 into record. He then requested approval of the following:

RESOLUTION #WS 20-60
MEMORANDUM OF UNDERSTANDING – EMERGENCY WATER SUPPLY

WHEREAS, the Virginia Department of Health has requested that Greensville County Water & Sewer Authority and the City of Emporia enter into an agreement to supply water to each other in the event of an emergency condition that makes one of the localities unable to fulfill the water demands of its customers; and

WHEREAS, the arrangement between the parties will address emergency circumstances only; and

WHEREAS, the first priority of the party supplying the water will be to supplying water to its own customers, and therefore the supplying party provide water to the other party only in such volumes as are available after the supplying party has satisfied the water needs of its own customers; and

WHEREAS, the parties agree that the party supplying the water will do so for a maximum of thirty (30) consecutive days only, and that the thirty (30) consecutive day period is subject to the aforesaid condition that the water needs of its own customers can be satisfied by the supplying party.

IT IS, ACCORDINGLY, HEREBY RESOLVED, by the GCWSA Board of Directors that the GCWSA Director is hereby authorized and directed to execute the Memorandum of Understanding in the form reviewed and approved by the GCWSA Director and the GCWSA Attorney.

Mrs. Astrop moved, seconded by Mr. Conwell, to approve the Resolution #WS 20-60. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

Re: Change Order for the Skippers Wastewater Treatment Plant Project

Mr. Glen Gibson, Assistant Director, addressed the Authority stating that Staff received the change order request for the Skippers Wastewater Treatment Plant Project. He stated that the change order was requesting additional funds for the installation of \$2,000 for the addition of a

12" gate near the discharge point at Fountain Creek that was needed to allow a tractor to get outside the fence for grass cutting around the discharge area. He also stated that \$2,500 was needed for additional wiring modification for the post aeration's blower control panel. He also stated the Engineer recommended both items as required for the efficient operation and maintenance of the new facility. Mr. Gibson then stated the three previous change orders had reduced the original contract price by \$7,637. He stated that with the change order, the contract price would increase \$4,500, but would still be \$3,137 less than the original contracted amount. He further stated that Staff concurred with the engineer's recommendation and request authorization that the Authority's Director execute the change order.

Mr. Conwell moved, seconded by Mr. Brown, to approve the Change Order for the Skippers Wastewater Treatment Plant Project. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

In Re: Miscellaneous Matters

Chairman Cain stated that the Staff Work Programs and Staff Meeting Meetings were prepared for the Authority's review. He asked if there were any questions. There as none.

Re: Adjournment

There being no further business to discuss, Mr. Conwell moved, seconded by Mrs. Astrop, to adjourn the meeting. A roll call vote was taken as follows: Mrs. Astrop, aye; Mr. Brown, aye; Mr. Conwell, aye and Chairman Cain, aye.

William B. Cain, Chairman
Greenville County Water and Sewer Authority